

Bringing out the best in every boy



The Mall School

Useful Information

for boys and parents
joining Year 4 and above



Useful information

for parents and boys joining the Senior School

When boys enter the senior school, they often find their first term quite demanding as they move from a single class teacher to different teachers for each subject, and from living in their classroom to taking their books to the various subject rooms in the Ellis and Waterfield Buildings, the science labs and the art and design department.

We hope this booklet will provide some of the answers to the most frequently asked questions. If in doubt, the first person to approach is the form tutor, who gets to know the boys in the form extremely well. Although boys are now seniors we still occasionally find it useful to distinguish middles (Years 4, 5 and 6) from older seniors (Years 7 and 8).

If parents have concerns about a boy's general welfare or academic progress, they should initially speak to the form tutor. If the problem is more serious, or it has not been resolved by the form tutor, parents should speak to the Assistant Head for pastoral matters, or the Assistant Head for academic concerns.

Houses

Forms are augmented by the house system. Boys can gain credits from teachers for good work, sporting performance, good behaviour and so on, and these credits are part of the competition for excellence between Houses. The credit system, house competitions and house sports are intended to give an additional vertical structure to the school by including boys from different age groups. There are four senior houses: Corpus, Magdalen, Pembroke and Trinity. The Old Mallian Shield (for the winning house) is awarded annually. There is also a credit card cup which is awarded to a form each half-term.

Parents' Evenings

Years 4, 5 and 8 have two parents' evening a year – Year 4 in the autumn and summer terms, Year 5 in the spring and summer terms and Year 8 in the autumn and spring terms. Year 4 also have a parent-form tutor meeting early in the autumn term. Years 6 and 7 have one parents' evening each per year. Both of these take place in the autumn term. Form tutors and teachers are, however, happy to see parents by appointment at other times.

Exams

- Year 4: English, Maths and Reasoning (spring term)
All subjects excluding RS (summer term)
- Year 5: English, Maths and Reasoning (spring term)
All subjects excluding RS (summer term)
- Year 6: English, Maths and Reasoning (autumn term)
No exams (spring term)
All subjects including RS (summer term)
- Year 8: Mock Common Entrance or Scholarship exams (autumn term)
Mock Common Entrance or Scholarship exams (spring term)
Scholarship and Common Entrance exams (summer term)

Homework

Year 4 receive two homeworks a night, lasting roughly 20 minutes each. There is no homework on Wednesdays; all subjects have one homework per week except for French which has two. Regular reading is recommended at home in addition to the standard allocation of homework. Reading records are checked weekly and should be signed by a parent. In Year 5 the boys will receive homework on the same nights as Year 4, but their homework will cover English, Maths, verbal reasoning and non-verbal reasoning, as well as French and Latin vocabulary.

In Year 6, homework will be limited to English, Maths, verbal reasoning and non-verbal reasoning prior to the 11+ examinations in January. Thereafter, homework will be set across all subjects. Homeworks last for 30 minutes each in Year 6 and increase to 40 minutes each in Year 8. Year 8 have two homeworks on games days, three on the other days.

The above times are inevitably only a rough guide since the time it takes for an individual boy to complete work will vary. Boys are asked to write how long their homework has taken in the space provided in this diary. If boys are doing too little or too much parents are asked to indicate this in the homework diary. Form tutors have time set aside on a regular basis (though not daily) to monitor boys' work habits and to respond to comments in the homework diary. Parents are asked to sign the homework diary at the weekends to indicate that they have seen what work is being set.

Reports

Reports are written twice a year for Years 5 – 8. Years 5 and 6 receive reports in the autumn and summer terms, Year 8 in the autumn and spring terms. Year 4 receive a full written report in the summer term. While reports are intended to encourage, they are nonetheless realistic and point out areas to work on as well as trying to suggest solutions. Grade A is deliberately reserved for straightforwardly excellent work and in some ways the effort grade is the more significant. Reports include space for parental comment and action is taken when appropriate.

Grades

Grades are awarded at half-term and at the end of term, via the full report or a grade sheet. Grades are awarded as follows:

Achievement A – E; Effort 1 -5, using the following approximate criteria:

A (or 1) excellent; B (or 2) good; C (or 3) satisfactory (in a positive sense); D (or 4) unsatisfactory; E (or 5) cause for concern – only likely if home and school have already shared the concern.

Credits & Minuses

Credits are given not just for good or improved work but for almost any aspect of what a boy does in school and count towards house points. Credits are collected on a credit card which when full is posted in a box in the dining hall. Credits count towards the house and form credit competitions. In addition, boys can work towards credit card postcards which are sent home once a boy has completed a designated number of cards. Boys can also receive Headmaster's Commendations for outstanding work and for outstanding effort. However boys are not perfect. If they behave badly they will be given a minus (usually following a warning) which is entered in the form's minus book and which the form tutor will discuss with him. Two minuses in a half-term and the parents of the boy will be contacted by the form tutor. Three minuses and a boy reports to the Deputy Head, who will normally give a detention after school – parents will be informed in advance. Boys in Year 4 typically attend a lunch break detention. Minuses are not normally given for bad work: boys will be expected to repeat work that is substandard.



Learning Support

All boys sit standardized assessments at the start of the autumn term and we will contact parents if, as a result of the test, we believe that a boy may need extra support or even a referral to an educational psychologist for a formal diagnosis. The school's Special Educational Needs Co-ordinator, leads the response to boys who have been identified as having a specific educational need, and is able to advise parents on how to obtain specialist advice or support.

Future Schools

The Headmaster meets all Year 4 parents individually in the spring term to begin to plan for the transfer to senior school at the age of 11. We issue an explanatory leaflet on senior school choice and there is an annual Future Schools Evening to which parents are invited so the process of applying to senior schools can be explained by the Headmaster.

Uniform

Boys are expected to arrive at and leave from school neat and tidy, wearing blazer and tie. In school a boy may leave his blazer on the hook provided. Shirts must be tucked in and hair should be clean, neat and a natural colour.



Books

The school provides a homework diary, exercise and text books. Parents are asked to provide plastic folders for each subject (8 in all) to help boys with personal organisation – the sort that have an elasticated lace to keep them closed and are expandable. Boys should put the name of the subject on the folder and keep all books and papers relating to it together. Two examples of suitable folders can be found in the links below:

<https://www.amazon.co.uk/Expanding-Organiser-Plastic-Elastic-Closure/dp/B00E8NMLIE>

[https://www.amazon.co.uk/Zip-File-Bag-Mesh-](https://www.amazon.co.uk/Zip-File-Bag-Mesh-Document/dp/B075G9J1P3/ref=sr_1_1_sspa?s=officeproduct&ie=UTF8&qid=1525089561&sr=1-1-spons&keywords=plastic+folders+A4&psc=1)

[Document/dp/B075G9J1P3/ref=sr_1_1_sspa?s=officeproduct&ie=UTF8&qid=1525089561&sr=1-1-spons&keywords=plastic+folders+A4&psc=1](https://www.amazon.co.uk/Zip-File-Bag-Mesh-Document/dp/B075G9J1P3/ref=sr_1_1_sspa?s=officeproduct&ie=UTF8&qid=1525089561&sr=1-1-spons&keywords=plastic+folders+A4&psc=1)

A ring binder for keeping French worksheets together at home is also useful (not in school).

Typical contents of a pencil case will include: ink pen and washable blue cartridges; spare pen; biro for Science; 2 sharp pencils; a set of coloured pencils; pencil sharpener; rubber; small glue stick; 2 clear rulers (15cm and 30cm); small pair safe scissors (not pointed); highlighters for occasional use; geometry set and a glue stick.

Before School

Boys are not allowed inside the gates before 8.00am, unless they are attending breakfast club which is available, at an additional cost, from 7.30am-8.00am. Once inside, boys may go to the form room to leave their bags before going to the senior playground. Boys remain in the playground unless required for music. There is a teacher on duty and boys can only stay indoors with his or her permission. In order to foster independence, parents are encouraged not to accompany their sons to the classroom in the morning.

Morning registration is at 8.25am. First lesson starts at 8.50am.

After School

Years 4 –8: School ends at 4.00pm. Year 4 to 6 boys meet their parents* on-site. If no-one collects them they report to Reception and parents are contacted. We recommend that boys of this age do not leave school unaccompanied by an adult. Any parent who wishes their son to leave unaccompanied, is asked to inform the school in writing. Boys may leave unaccompanied but we recommend to parents that (depending on the nature and distance of the journey) boys do not leave alone – they should at least be with one other boy. **Parents are asked to inform us in writing who is likely to collect their son if they personally are not regularly able to collect them, except where senior boys are leaving unaccompanied as described above.*

Boys must not wait in the street to be collected and are told that they must wait inside the school gates until they see their parent arriving. Boys are also told that they must not cross the road except at the pedestrian crossing, even if accompanied by an adult, and parents are asked to reinforce this elementary road safety policy with their sons.

After School Activities

There is a range of after school activity clubs available at an extra charge, including swimming, chess, judo, table tennis, science, stop-animation, and seasonal cricket nets. All clubs are booked on a termly basis, please contact our Extra Curricular Co-ordinator at clubs@themallschool.org.uk for further information.

Communication

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Homework Club

Homework club is available to all senior boys daily. Sessions run from 4.15pm-5.00pm and 5.00pm-6.00pm. A member of staff is available to the boys for homework support during this time, and to sign homework diaries. It is available on a regular or ad-hoc basis, with all bookings administered by the Extra Curricular Co-ordinator.

Absence

If a boy is ill parents must notify the School Welfare Officer at welfare@themallschool.org.uk, immediately, stating the nature of the illness. Parents are asked to confirm in writing any absence of more than three consecutive days.

Music

Boys go to individual lessons out of their class on a rotating basis so that they do not miss the same lesson each week. For boys in choirs or orchestras there are often extra before school rehearsals just before major events especially towards the end of term. Parents interested in instrumental lessons for their son should contact the Director of Music at music@themallschool.org.uk.

Lunch

Lunch is on a cafeteria system with boys going into lunch by forms. There is a wide choice of food available (hot and cold, main course and dessert) and a vegetarian option is always provided. Food is freshly prepared on the premises and the school has a healthy eating policy. Further catering information is to be found on our website as are the daily menus (with details of allergens). Some boys need persuading to eat healthily and parents are asked to join teachers in checking that this is so.

The School is able to operate nut-free catering but parents of boys with food allergies must inform the School in writing with full details, so that any risk can be assessed. To support boys with nut allergies, parents are asked never to send nuts or products containing nuts to school as snacks.

Games

Games afternoons for boys in Years 4 to 8 are as follows:

Year 4: Tuesday and Thursday

Years 5 & 6: Monday and Friday

Year 8: Monday and Thursday

Boys travel by coach or school mini-bus to games (normally held at Sunbury Cricket Club). Football is played in the autumn term up to mid-November, followed by rugby till the end of the spring term. The summer sport is cricket. Details of fixtures and team sheets are available on the school's website.

In normal circumstances boys are brought back to school after games for collection. Parents are asked to inform us in advance if they need to collect their sons from Sunbury Cricket Club on a regular basis. On such occasions, parents should ensure that a teacher ticks their son's name off the list when they are collecting him. Mall School staff will not allow boys to leave Sunbury Cricket Club unaccompanied, nor will boys be left at Sunbury Cricket Club unless with a named adult.

Games and PE Kit

Boys will need their full sports kit from the start of term. You should already have a comprehensive uniform list; further copies are available on the school website. Please ensure that all items of kit, including boots, are named.

Off Games

Parents should email welfare@themallschool.org.uk or telephone the school office on 020 8977 2523 at the start of the school day if a boy is not participating in Games or swimming. Unless boys are watching Games, it is expected that they are collected at 2.00pm by their parents.

Health

There are full procedures in place for fire drills and evacuation to St James's Junior School in case of fire or other emergency. Further details on health and safety and on insurance matters are available on request from the Bursar. There are water fountains in both playgrounds and boys are encouraged to bring a solid plastic water bottle to school, with a sealable cap. Only water (and only still water) is allowed.



Transport

School buses currently run each morning from:

- Chiswick, via Osterley
- Isleworth via Richmond
- Sunbury via Hampton
- Richmond via St Margaret's

Two afternoon services currently run to Kingston via St Margaret's and Chiswick via Isleworth and Osterley. These leave from the main site at 4.30pm.

Further details are available from our Extra Curricular Co-ordinator (email: clubs@themallschool.org.uk).

Parking

Parents are reminded that in the interests of safety they may not stop on the zigzags outside the school. In the interests of local residents, please do not obstruct the entrances of homes close by, nor park in their driveways.

Publicity

From time to time the school will wish to create material to be used for publicity purposes. Should you not wish your son to be included in any such materials you are asked to notify the Headmaster in writing immediately. Otherwise the school reserves the right to include your son in any publicity material, eg. news article, prospectus, website etc.

For more information on how the school uses photos or videos of your child, please refer to the school's Privacy Notices which can be found on the school's website www.themallschool.org.uk.

Filming and Photography

The school does not wish to prevent parents from taking photos or filming events which involve your own sons.

However there are some circumstances when photography or filming are not permitted. Firstly, for some school plays we are required to purchase a performing licence where we would be in breach of copyright restrictions if photography or filming were to take place. In this situation a member of staff will inform parents at the beginning of the play of this restriction. Secondly, as is common practice elsewhere, we also ask that parents do not film or take photographs in the swimming pool or changing rooms.

For other events we ask that if parents are taking photographs or filming they show consideration to other parents by not being so enthusiastic that they spoil the occasion for others by getting in the way. We also ask that if the photographs or film you take contains images of children other than your own you do not upload these to social media sites.

School Office

The school reception is normally manned from 8.00am to 5.00pm outside of these times there is an answerphone service.

Communication

Communication to parents is via email, the fortnightly email newsletter and the school website. Please also check the notice board for information and general updates. The school subscribes to ClarionCall, a text-based service, which enables us to contact parents quickly in an emergency or when there has been an unexpected change to the school routine (for example cancellation of games, late return from a school trip, etc).

Website

The school website at www.themallschool.org.uk has useful information for parents and includes details about the year's academic syllabus for each subject.

Mall School Association (MSA)

The MSA supports the School via fundraising and social activities and parents who would like to volunteer to take an active part can contact the current Chair via the School at:
msachair@themallschool.org.uk.

Email addresses:

Headmaster's PA	admin@themallschool.org.uk
Deputy Head	deputyhead@themallschool.org.uk
Assistant Head (Pastoral)	pastoral@themallschool.org.uk
Assistant Head (Academic)	academic@themallschool.org.uk
Reception	reception@themallschool.org.uk
Welfare Officer	welfare@themallschool.org.uk
Extra Curricular Co-ordinator	clubs@themallschool.org.uk
Bursar	bursar@themallschool.org.uk
Finance Manager	finance@themallschool.org.uk
Director of Music	music@themallschool.org.uk
Head of Games	pe@themallschool.org.uk
SENCo	senco@themallschool.org.uk

Policies

The following are available on request and are also available in hard copy to be consulted in the school office at the main site:

Admissions (also available on school website)
Behaviour, Rewards and Sanctions (also available on school website)
Disciplinary
Expulsion and Removal
Anti-Bullying (also available on school website)
Special Educational Needs (also available on school website)
English as an Additional Language (also available on school website)
Safeguarding (also available on school website)
Curriculum
Health and Safety
Health and Safety; Tours, Visits and Events
Equal Opportunities Policy
Previous Years' Academic Results
Complaints (also available on school website)

Parents can also raise concerns related to the quality of education or the welfare health or safety of pupils, to Ofsted (Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD; tel: 0300 123 1231, www.ofsted.gov.uk) and/or to the Independent Schools Inspectorate (Head of Communications, Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London EC1A 9HA; tel: 020 7600 0100).

The Mall School is a registered charity. The Chairman of Governors is Mr R J H Walker, The Mall School Trust, 185 Hampton Road, Twickenham. Telephone: 020 8977 2523.

Staffing

A complete list of governors and staff (with qualifications) is to be found on the website and is available in hard copy on request from the Office.

May 2019





The Mall School

185 Hampton Road, Twickenham TW2 5NQ
020 8977 2523

www.themallschool.org.uk